

“THE PAUL MEMORIAL LIBRARY”

TRUSTEES MEETING MINUTES

Tuesday September 26, 2006

Call to order – On September 26, 2006, at about 6:35 p.m. at the Newfield Public Library, Trustees Larry Arend (President of the Board), Karen Lynch (Treasurer) and Michael Woodworth (Secretary) were present for the regular monthly Trustees Meeting. Also present at the meeting was Library Director Deborah Chaze. Jennifer MacPherson was present for part of the meeting. The meeting was called to order.

Treasurer's Report – none

1. Mr. Arend noted that no disbursements of FY 2006 funds have been made as yet. Bank officials declined to transfer the funds via a debit memo as requested. The last disbursement received from the Trust fund was for the last quarter of 2005.
2. Mr. Arend noted that the library did not have a Prepaid Oil contract and that the current price of oil was about \$2.18 a gallon.
3. Mrs. Lynch (Treasurer) said that she was now a signatory for the checking account and that she would be at the library at about 7:00 p.m. on October 3, 2006 to complete the transfer of the financial books and records from Mr. Arend.

Secretary's Report –

1. A motion was made that the minutes of the June 20, July 19 and August 5 meetings be approved. The minutes were approved with out exception.

Librarian's Report - A written Librarian's report was provided.

1. Fire Alarms – Two estimates received for the installation of fire alarms. Note: the estimates were examined by the board and Mrs. Chaze was requested to contact the fire department to see what the code required.
2. Furnace – The furnace needs to be checked and cleaned before winter begins. Note: the board approved this expense.
3. Toner- Mrs. Chaze purchased two units of toner for the copier at the amount of \$239.78 from Staples. The copier costs were discussed and replacing the existing unit was suggested.
4. Great Stone Face Award Books – the friends of the Library will once again purchase the entire collection of the Great Stone Face Award Books for the library at a cost of \$239.00.
5. Mrs. Chaze requested direction on the amount of money to spend for new books in October, November and December. (Subsequent to the meeting a review of book orders by the Secretary disclosed \$5,048.30 in books ordered or invoiced.)
6. Statistical Report – Mrs. Chaze provided an updated “Usage of Material” report by type through September 20, 2006. (Note: adult fiction and Juvenile books were the most used categories.)

New Business:

A date for a community project to cleanup the library Grounds was discussed and Sunday, October 15, 2006, at about 1:00 pm was selected as the date for the cleanup. A rain date of Sunday, October 22, 2006, at about 1:00 pm was also selected

Old Business:

Mrs. MacPherson inquired about the status of the Library addition. After a short discussion and review of the Newfields Library Addition this subject was tabled until the October meeting. It was noted that there had been no recent contact with CBT Development LLC who had done the original plan. Mr. Arend said that he would contact the architect.

Mrs. MacPherson inquired about vacancies in Trustee positions for the next election. She was advised that Mr. Woodworth's position, who was appointed until the next election, would need to be filled by an election process.

The meeting was adjourned at about 7:45 p.m.

Next Meeting: October 24, 2006

Respectfully Submitted:

Michael Woodworth
Secretary/Trustee